

# Cranwell, Brauncewell and Byard's Leap Parish Council



## Terms of Reference for Community Pavilion Working Party

Adopted on 12<sup>th</sup> June 2023

Cranwell Village Hall,, Old School Lane, Cranwell Village,  
Nr Sleaford, Lincs NG34 8DF

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- The Working Party (W.P.) is a fact-finding group. It's role is to acquire and assess information in order to make recommendations to the full Council. All decisions are made by the full Council.
- It will consist of a minimum of four members, at least three of which must be Councillors. For a meeting to be quored (i.e. able to meet) there must be a minimum of 3 people present with at least two Councillors. The W.P. can have non-council members with no limit on numbers.
- The Chair must be a Councillor and should normally be different to the Chair of the full Council. If the Chair is unable to attend another councillor can chair that meeting by agreement of those present.
- The W.P. shall organise it's own meetings with no requirement for minimum / maximum number of occasions during the Financial Year. Unless it decides otherwise, it will meet in private. No minutes are required, or published, but after each meeting the Chair of the W.P. should make a short precis report to the full Council on proceedings together with any recommendations that require the full Council's consideration and possible vote. This report will be fully minuted in the full Council meeting.
- Recommendations will be agreed by majority vote of all present. In the event of a tie the Chair will have the casting vote.
- The W.P. will not be responsible for making any financial decisions although it can make such recommendations for consideration by the full Council.
- Once constituted, the membership of the W.P. will be under their control on a week-by-week basis in that they may agree to appoint new members, or de-select existing members, as they see fit. The full Council can appoint new members at any time if it wishes.
- The Terms of Reference will be reviewed annually at each May Annual Council meeting.
- The full P.C. can vote to terminate the W.P. at any time.